

Pupil Attendance, Uniform and Discipline Policy

Mission Statement

George Watson's College exists to provide the highest possible quality of education and care for pupils from Preschool to the Senior 6 year. It is committed to ensuring the safety and wellbeing of its pupils, to providing them with an exceptional range of curricular and extracurricular opportunities, and to preparing them to take their own unique place in the world.

In doing so, the School works in partnership with parents and others who have responsibility for the care of pupils. George Watson's College strives to be an exemplary employer, treating all of its staff with courtesy, fairness and transparency and valuing the contribution that everyone makes to the success of its pupils.

Equality Diversity and Inclusion Commitment

The Governing Council and Principal of George Watson's College are committed to creating and sustaining an environment at the School which welcomes, includes, supports and celebrates pupils and their families, staff and visitors from all backgrounds and an approach which engages with local, national and international partners in a spirit of mutual respect, understanding and solidarity.

We are particularly aware of our responsibilities as a UNICEF Rights Respecting School to respect and uphold the rights of children as set out in the *United Nations Convention on the Rights of the Child*.

School Values

The four values of George Watson's College help us to understand what this commitment should mean in practice:

Aim High: Everyone should be encouraged and supported to achieve the very best of which they are capable. This means having a positive and proactive attitude to overcoming disadvantage and disability.

Be Kind: Support is unconditional and is available to all.

Join In: We help and encourage everyone to play a full part in our community and we reach out and engage with others to help make communities beyond the school fairer and more inclusive.

Respect All: Everyone has the right to be respected as an individual whoever they are.

These four values are the way in which we live out the ancient motto of the School: *Ex Corde Caritas* - Love From the Heart.

And its contemporary rendering: *Challenge Yourself; Care for Others*.

Terms and Conditions of Attendance of Pupils

The relationship between the School and parents of pupils attending the School is governed and regulated by the contractual Terms and Conditions which are signed by the parents of all pupils attending the School. These make certain provisions regulating the attendance and behaviour of pupils and nothing in this policy shall be construed to conflict with or nullify any aspect of them.

Attendance

The School expects pupils to attend all school sessions (including occasions such as Foundation Day and Prizegiving). Pupils should not arrive at School before 8.00am (Senior School), 8.15am (Junior School and Preschool) unless with permission, or to attend Breakfast Club.

If a pupil is absent, parents should contact the school via [this form](#) (available on the portal). Absences may also be notified by the absence phone line, however we encourage parents to only use the phone line in exceptional circumstances, where they cannot access the form via computer or mobile phone.

Parents are expected to arrange social and recreational engagements so that they do not interfere with School activities, as leave of absence or exemption from homework for such engagements is not granted except in special circumstances.

Parents are requested to arrange holidays outwith the School's term dates, and not to request holiday absences for their children, as these are inevitably disruptive for the pupil and others.

Any unavoidable planned absences requests may be made by email to 'Pupil Absence request' (<https://www.gwc.org.uk/portal/pupil-absence-request>).

General Standards of Appearance and Uniform

The School expects a high standard of dress, general appearance and behaviour to be maintained both in and out of School, and in all circumstances where a pupil may be reasonably associated with the School and its reputation may be impugned by poor conduct.

Specified items of uniform must be obtained from suppliers that are approved to supply George Watson's College, but other items may be obtained from any supplier.

Pupil Behaviour and Disciplinary Sanctions

In order to ensure that the School is an orderly, calm and respectful place for all members of the community, every pupil is required to conform to the appropriate Code of Conduct for Pupils (see Annexes 1 and 2) and to act in the spirit of the School Values at all times during school hours and outwith school hours when they may reasonably be associated with the School.

The relationships between adults in the School and between adults and children should also be based on the School Values. The behaviour and discipline systems of the School and their application must be fair, transparent and consistent. Maintaining good behaviour is the responsibility of all teachers, supported by other members of staff. Inappropriate behaviour must not be tolerated and must be addressed using these guidelines and referring to the School policies. In interacting with pupils, staff must maintain consistent standards including:

- Respect for pupils at all times. There is no place for aggression, shouting at or towards pupils or the use of punishments which are idiosyncratic or intended to humiliate. Collective sanctions or those which impede the learning of pupils are not to be used;
- The encouragement of the expression of pupils' own points of view;
- Imposing sanctions only when necessary, when justified by clear evidence and as a result of a fair process and in a consistent manner;
- Taking due account of any additional support need, disability or other protected characteristic or other relevant consideration in determining how to respond to any potential disciplinary situation;
- Good communication of concerns and information to parents, all relevant colleagues, including Guidance and Support for Learning where appropriate.

The Disciplinary Process

The School will deal with disciplinary matters in the following way:

Stage 1: Routine disciplinary matters are dealt with by classroom teachers who may use appropriate sanctions to correct a pupil's behaviour.

Stage 2: Where a disciplinary matter is more serious, for example where bullying has been persistent or aggravated it may be referred to the appropriate Principal Teacher who may use more significant sanctions, for example Departmental Reflection in the Senior School.

Stage 3: Where a pupil's disciplinary record continues to be of concern or in the case of more serious infringements of the Pupil Code of Conduct, the matter will be referred to the appropriate Principal Teacher of Guidance or Deputy Head for action.

Stage 4: Where the Principal Teacher of Guidance or Deputy Head considers that further action up to and including exclusion from the school, on a temporary basis (suspension) or permanently (expulsion), may be appropriate, the matter may be referred to the Head of Junior School or Head of Senior School, as appropriate. The Head of Junior School or Head of Senior School may exclude the pupil from the School for a period of up to ten school days in any term, subject to an appeal to the Principal in any case where the total number of days of exclusion in any term exceeds five or where the exclusion interferes with the pupil's ability to take any public examination. The School will make alternative provision for work to be set and marked during any period of temporary exclusion longer than three days.

Where a pupil is excluded from the School they shall not:

- Be present on or in the immediate vicinity of the School site at any time
- Take part in any sporting activity at or on behalf of the School
- Take part in any extra-curricular activity organised by the School or taking place on the School site
- Take part in any School trip or visit
- Represent the School in any way
- Communicate with other pupils whilst they are at school
- Be present in a public place during school hours (including lunchtimes).

Stage 5: Where the Head of Junior School or Head of Senior School considers it appropriate for a pupil to be excluded permanently from the School, they shall inform the parent of the pupil of that decision both verbally and in writing. The parent may then either:

a. Withdraw the pupil from the School; or

b. Request a hearing of the matter by the Principal.

In the case that the parent of a pupil requests that the matter be heard by the Principal, the Principal shall convene a disciplinary hearing as soon as is practical and in any case no later than ten school days after the request has been made by the parent.

The hearing shall be conducted according to the principles of natural justice with the Head of Junior School or Head of Senior School setting out the case for the pupil to be permanently excluded from the School and the pupil and his/her parents having the right of reply. A pupil will be regarded as being temporarily excluded from the School during the period prior to the hearing. Pupils and parents may present their case at the hearings. Further representation is not permitted.

Following the hearing, the Principal shall decide whether to:

- a. Uphold the permanent exclusion, in which case the pupil shall be considered to have been permanently excluded from the School from the date at which the decision is communicated to the pupil and his/her parent;
- b. Substitute some other sanction in the place of the permanent exclusion; or
- c. Impose no sanction.

Once the hearing has taken place it is no longer possible for a parent to withdraw a pupil from the School and a permanent exclusion will be recorded as such rather than as a withdrawal by the parent.

Stage 6: Where the Principal determines that a pupil should be excluded permanently from the School following the hearing, they shall inform the parents in writing of that decision and the reasons for it. They shall also inform them of their right to make an appeal to the Governing Council.

A parent (or the pupil themselves, if over 16) who wishes to appeal against the decision of the Principal to permanently exclude the pupil from the School should write to the Clerk to the Governors no later than seven days after the date of the decision to exclude the pupil.

The Chair of Governing Council shall then appoint three Governors (not including themselves to hear the appeal within ten school days of the date of the appeal. The pupil and their parents shall be entitled to attend the hearing.

The Appeal Panel may take both written and oral evidence from the Principal and other staff and will receive written and/or oral representations from the pupil and their parents. Any written evidence or representations should be made available to the Panel and all parties in the Appeal, in advance of the hearing. The Pupil and/or their parents may be represented by a friend or other advisor at the Appeal Hearing. The Appeal Panel may seek legal or professional advice from third parties. The decision of the Appeal Panel shall be final and binding on all parties.

In the case that a pupil is permanently excluded from the School, the Principal shall nonetheless provide a factual reference to any other school to which the pupil is seeking admission.

If a pupil is withdrawn or is excluded either permanently or for a period of time in accordance with this policy, the parents remain liable to pay to the School the full fees in respect of a full term in which the withdrawal or exclusion occurs and there shall be no abatement or reduction of the fees

in respect of that term or any period during which the pupil did not attend the School for that reason.

Deterrence, Detection and Investigation of Breaches of The Code of Conduct and/or Crime

Where they deem it necessary for the deterrence, detection or investigation of a breach of the Pupil Code of Conduct (or a crime), the Principal (or a senior member of staff to whom such responsibility has been delegated) shall be entitled to require that:

- A pupil submits to the search of their property (including outer clothing), locker, bag, vehicle or personal mobile communications device by an appropriate person in accordance with the School's policy on Searches of Pupils and their Possessions.
- The email or other electronic communications to or from a pupil be monitored whilst they are at school, or in the care of or under the supervision of the School.

The Principal (or a senior member of staff to whom such responsibility has been delegated) shall be entitled to require that closed circuit television images be downloaded and viewed for purposes relating to the detection and investigation of breaches of the Code of Conduct and/or a crime, in accordance with the School's CCTV Policy.

It is the policy of the School to report criminal matters to the Police, where appropriate, and to cooperate fully with the Police and other agencies in order to protect children and young people and to deter, detect and investigate crime.

Policy Review and Governance

The owner of this policy is the Principal. This policy will be reviewed every two years and after approval by the Education and Pupil Wellbeing Committee, it will be published on the Staff and Parent Portal of the School's website.

Relevant Documents

Pupil Code of Conduct (Junior School) - see Annex 1

Pupil Code of Conduct (Senior School) - see Annex 2

CCTV Policy

Search of Pupils and their Possessions Policy

Annex 1

Code of Conduct for Pupils (Junior School)

Success at our school is based on our mutual respect for each other and working closely together to get the most from the amazing range of opportunities that we enjoy. Pupils are encouraged to participate, experiment, learn and explore ideas freely. Our heritage influences everything we do, but so does our ambition to shape an exciting future for our community and everyone who is part of it.

Pupils within the Junior School should aspire to challenge themselves and care for others. The United Nations Convention on the Rights of the Child (UNCRC) is at the centre of the school's planning, policies, practice and ethos. Our four values Aim High, Join In, Respect All, Be Kind underpin the key behaviours that are expected in and out of school.

The whole community should be guided by our motto, *Ex Corde Caritas*, (Love from the Heart). We all have a duty to preserve the good name of the School, and to act in an environmentally responsible manner.

Aim High

- Maximise time, settling quickly to work
- Engage with and learn from mistakes
- Deal positively with challenges
- Achieve high standards of effort and presentation

Join In

- Engage fully in lessons
- Take safe risks
- Share ideas
- Be courageous
- Be part of a group - voice to be heard
- Contribute to the wider life of the School

Respect All

- Look after School and others' property
- Listen and speak at the right time
- Think about the feelings of others
- Appreciate the views and beliefs of other people
- Wear the School uniform with pride
- Care for the appearance of the school grounds and buildings
- Live Green - turn off lights or computers when not in use, recycle and bin litter

Be Kind

- Include others
- Be thoughtful in word and through actions
- Be willing to compromise
- Be a good friend

Conduct

The Code of Conduct for Pupils sets out the basis of how those responsibilities are to be discharged. These apply at all times when pupils are in the care of the School and at other times when they may reasonably be associated with it.

Attendance and Arrival

Pupils must attend the School regularly and punctually, including Foundation Day and Prize Giving as required.

Pupils may enter the School buildings from 8.15am or to attend Breakfast Club from 7.30am

If a pupil is absent, parents should contact the school - this should be submitted via the form on the portal <https://my.gwc.org.uk/absence>. Absences may also be notified via the absence phone line (0131446 6061); however, we encourage parents to only use the phone line in exceptional circumstances, where they cannot access the form via computer or mobile phone.

Primary 1 to Primary 7 pupils arriving after 8.40am will be marked as late. Persistent lateness will result in contact with parents or carers by a member of the Leadership Team.

Pupils must not leave the School campus during school hours without permission. Pupils are expected to behave sensibly in the corridors at all times and they must not run or shout in corridors or crush halls.

Standards and Expectations of Behaviour

At George Watson's College we seek to maintain an atmosphere of mutual respect among all those in the classroom and across the campus, and we aim to do all we can to challenge ourselves and support learning.

Nothing must be done by any member of the School community that will adversely affect the rights of any other member of the community to enjoy and benefit from being a member of the School, or which may expose them to harm.

In particular, the School will not tolerate:

- Bullying in any form, whether physical, verbal or emotional
- Discrimination of any form, in particular regarding protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation
- Online bullying or misuse of social media
- Rudeness, violence or disorderly conduct
- Theft or damage to the property of others or of the School
- Disruption of any kind to lessons or other activities
- Insolence or disobedience towards staff
- Tampering with fire safety or security equipment or other actions which endanger the safety of others
- Gambling for financial stakes

Smoking or vaping is not permitted at any time and pupils must not have cigarettes, vapes, matches, lighters or associated materials in their possession or be in the company of anyone who is smoking.

Pupils must not bring alcoholic drinks onto School premises or consume alcohol.

Sexual activity by pupils is a breach of the School Rules and renders those involved liable to permanent exclusion from the School.

Pupils must not possess or use any illegal drug or psychoactive substance. Any pupil who becomes involved with illegal drugs or psychoactive substances in any capacity is liable to be permanently excluded from the School.

No pupil should be in the corridors or elsewhere in the school during teaching time without permission.

Pupils should keep to the left when moving about corridors and stairs.

Classroom Conduct

In line with our commitment to the United Nations Convention on the Rights of the Child (UNCRC) pupils should adhere to our Rights' Respecting Relationships Policy and the different Charters that have been created. These have incorporated the views of children. These include:

- Classroom Charter
- Playground Charter
- Dining Hall Charter
- Specialist Teacher's Charter
- PE Charter (including the changing Rooms)

Appearance

The School uniform should be worn appropriately and with pride. Pupils must be neat and tidy in appearance. Shirts must be tucked in and collar and cuff buttons fastened. Ties must be worn correctly. Shoes should be black, self-coloured in a plain style. Winter coats should be navy blue.

Long hair should be tied back and should not be over the eyes. Hair must be kept tidy and extremes in styling are not acceptable. No makeup should be worn.

For pupil safety, jewellery should be kept to a minimum. Earrings should be single stud and discrete. Only House badges and School award badges may be worn on the blazer.

Any reasonable requests made by staff with regard to pupil appearance should be respected.

Pupils' Property

Pupils have a responsibility to safeguard their own property as well as to respect the property of others. All property and clothing must be clearly marked with the name of the owner.

Pupils must not bring to School any weapons, solvents, fuel or other dangerous articles. Pupils must not have in their possession, nor they should access online in school, any material of a pornographic, defamatory or otherwise offensive nature.

Pupils' property is brought to School at the risk of the owner and must be insured by the pupils' parents.

School bags should be plain, self-coloured in brown, black, maroon or navy.

School Premises

All Pupils must take care of the School buildings and grounds and do nothing to cause avoidable damage. Pupils must respect wall displays in classrooms and corridors and protect them from damage. If damage occurs, it must be reported at once to a member of staff. The writing of graffiti is forbidden.

Pupils are expected to do their utmost to act in an environmentally responsible manner.

Food and Drink

Pupils should respect the Junior School Dining Hall Charter. Queuing for meals must be orderly and good manners must be observed once inside the Dining Halls. Cutlery and crockery must not be removed from the Dining Halls.

Food must not be consumed in the corridors. The chewing of gum is prohibited.

Water may be drunk in class at the discretion of the teacher and where there are no health and safety issues. Water bottles should be filled before lessons, over break and lunch.

Information Technology and Mobile Phones

Pupils must use the Information Technology infrastructure of the School responsibly and according to the Acceptable Use Policy (AUP). Pupils must not possess, access or attempt to access material of a pornographic, defamatory or otherwise offensive nature. Every care must be taken to avoid introducing viruses or causing any other damage to the School network. Pupils must not interfere with equipment, attempt to override the network security measures or perform any other unauthorised action using the School's computers or network. Pupils using their own personal devices in School are subject to the same rules as those using equipment provided by the School.

Pupils' personal devices must be kept switched off at all times during the school day unless permission for use is granted by a member of staff.

No device in the classroom should be able to receive and send messages. This functionality should be turned off while the pupil is in school.

Pupils are reminded that their online activities during non-school hours may have an impact on others in school and result in conversations with parents and carers.

School Trips and Visits

School trips play an important part in the life of George Watson's College. At all times when away from the School campus, pupils must represent the school appropriately, upholding its reputation and ethos.

Pupils must obey all instructions given by staff, couriers or other adults connected with the trip. Pupils must not leave the group, at any time, without a leader's permission.

On residential trips, pupils must not enter the accommodation of other pupils or staff, especially if that accommodation is reserved for pupils of another gender.

Pupils must not purchase, use, or pass on any illegal substances, including drugs or solvents or weapons, and must not smoke or drink alcohol even where doing so is not illegal in the country visited.

Mobile phones and other personal electronic devices are not permitted on School trips unless specific permission is given by the group leader. On those occasions, they should be used at permitted times only and pupils have a responsibility not to use them to compromise the privacy of other pupils or staff, for example by taking, downloading or transmitting any image.

Pupils must respect and obey the laws and customs of the countries and regions visited. Breach of the School rules by a pupil on a school trip or visit may result in the pupil's early return at the expense of their parents/carers and them being barred from participation in future School trips or visits for a period of time or permanently.

Sanctions

All sanctions imposed by staff must be fair and proportionate.

No form of physical sanction is allowed in the School, in any activity associated with the School or in Scotland.

All sanctions imposed must be recorded and communicated with parents/carers.

An appeal against a sanction may be made to the School but an appeal does not prevent a sanction taking effect immediately if it has been imposed.

A pupil may be excluded from the School either temporarily or permanently. A pupil may be subject to an internal exclusion for serious breaches of discipline.

Reference is made to [Pupil Attendance, Uniform and Discipline Policy](#)

Annex 2

Code of Conduct for Pupils Senior School

Success at our school is based on our mutual respect for each other and working closely together to get the most from the opportunities that we enjoy. Pupils are encouraged to participate, experiment, learn and explore ideas freely. Our heritage influences everything we do, but so does our ambition to shape an exciting future for our community and everyone who is part of it.

Pupils within the Senior School should aspire to challenge themselves and care for others. The United Nations Convention on the Rights of the Child (UNCRC) is at the centre of the school's planning, policies, practice and ethos. Our four values Aim High, Join In, Respect All and Be Kind underpin the key behaviours that are expected in and out of school

The whole community should be guided by our motto, *ex corde caritas*, (Love from the Heart). We all have a duty to preserve the good name of the school, and to act in an environmentally responsible manner. In line with our commitment to the United Nations Convention on the Rights of the Child (UNCRC) pupils should adhere to the school values:

Aim High

- Maximise time, settling quickly to work
- Engage with and learning from mistakes
- Deal positively with challenges
- Achieve high standards of effort and approach

Join In

- Engage fully
- Take safe risks
- Share ideas
- Be courageous
- Be part of a group - voice to be heard
- Contribute to the wider life of the School

Respect All

- Look after school and others' property
- Listen and speaking at the right time
- Think about the feelings of others
- Appreciate the views and beliefs of other people
- Wear the school uniform with pride

Be Kind

- Include others
- Be thoughtful in word and through actions
- Be willing to compromise
- Be a good friend

Conduct

The Code of Conduct for Pupils sets out the basis of how those responsibilities are to be discharged. These apply at all times when Pupils are in the care of the school and at other times when they may reasonably be associated with it.

Attendance

- Pupils must attend the school regularly and punctually, including on occasions such as Foundation Day and Prize Giving as required
- Pupils should not arrive at school before 8.00am (Senior School)
- If a pupil is absent, parents should contact the School - this should be submitted via the form on the portal <https://my.gwc.org.uk/absence>. Absences may also be notified via the absence phone line; however, we encourage parents to only use the phone line in exceptional circumstances, where they cannot access the form via computer or mobile phone
- Pupils arriving after 8.40am are marked as late
- Pupils who do not arrive to their form class in time to register, must sign in late at Pupil Support before going to any class.

Standards and Expectations of Behaviour

At George Watson's College we seek to maintain an atmosphere of mutual respect between all those in the classroom and across the campus, and we aim to do all we can to challenge ourselves and support learning.

Nothing must be done by any member of the School community that will adversely affect the right of any other member of the community to enjoy and benefit from being a member of the School, or which may expose them to harm.

In particular, the school will not tolerate:

- Bullying in any form, whether physical, verbal or emotional
- Discrimination, particularly based on any protected characteristic.
- Online bullying or misuse of social media
- Rudeness, violence or disorderly conduct
- Theft or damage to the property of others or of the School
- Disruption of any kind to lessons or other activities
- Insolence or disobedience towards staff
- Tampering with fire safety or security equipment or other actions which endanger the safety of others
- Gambling for financial stakes

Smoking and vaping is not permitted at any time and Pupils must not have vapes, cigarettes, matches, lighters or associated materials in their possession or be in the company of anyone who is smoking/vaping.

Pupils must not bring alcoholic drinks onto school premises or consume alcohol except under the supervision of a member of staff at an event where the Principal has approved the serving of alcohol.

Sexual activity in school or on any school trip or excursion is a breach of the School Rules and renders those involved liable to permanent exclusion from the School.

Pupils must not possess or use any illegal drug or psychoactive substance. Any pupil who becomes involved with illegal drugs or psychoactive substances in any capacity is liable to be permanently excluded from the School.

Pupils must not leave the school campus during school hours without permission. S6 pupils may be permitted to leave the campus under Time Management from the term commencing after October break.

Pupils are expected to behave sensibly in the corridors at all times and they must not run or shout in corridors or crush halls. Pupils must not congregate in large groups in corridors or at exits/entrances to the school, as this will make it difficult for other people to move around the School and is also intimidating for others, especially younger pupils.

No pupil should be in the corridors or elsewhere in the school during teaching time without permission.

Pupils should keep to the left when moving about corridors and stairs.

Classroom Conduct

Whilst in some classrooms and teaching areas there will be specific requirements regarding how pupils should conduct themselves, the following is generally expected from pupils throughout the School.

Beginning the lesson:

- Be punctual in arriving at lessons with the correct materials
- Enter the room in a calm, orderly manner
- Organise oneself in a timely fashion to get started to the lesson, bringing all necessary equipment

During the lesson:

- Behave in a respectful manner to other pupils and staff, listening intently to all contributions
- Contribute constructively to class discussions and always work to the best of their ability
- Take responsibility for learning, maintaining focus and commitment

Towards the end of the lesson:

- Accurately record homework activities
- Listen for instructions about packing away
- Leave the classroom as other pupils would hope to find it, tidy and orderly with equipment returned

When pupils are in school they are responsible for their own learning, achievement and wellbeing and should always work with other members of the school community to ensure that they are challenging themselves and contributing to the school ethos.

Appearance

The school uniform should be worn appropriately and with pride. Pupils must be neat and tidy in appearance. Correct school uniform must be worn by pupils when in school and when travelling to and from School and when representing the School.

Pupils' Property

Pupils have a responsibility to safeguard their own property as well as to respect the property of others. All property and clothing must be clearly marked with the name of the owner.

Pupils may not bring to school any weapons, solvents, fuel or other dangerous articles. Pupils may not have in their possession any material of a pornographic, defamatory, extremist or otherwise offensive nature including any such material stored on or accessed via electronic devices.

Pupils' property is brought to school at the risk of the owner and must be insured by Pupils or their parents.

Bags must not be left on floors or in the Entrance Hall or in corridors, but in lockers or on the purpose-built shelves in Archibald Place.

School Premises

- All Pupils must take care of the school buildings and grounds and do nothing to cause avoidable damage. The writing of graffiti is forbidden. If damage occurs it must be reported at once to a member of staff.
- Pupils are expected to do their utmost to act in an environmentally responsible manner. Pupils must not drop litter and should take the initiative in clearing up any litter that they see around the School site. Pupils must use the facilities provided to recycle drinks cans and other recyclable items. Lights and other electrical equipment, including computers, must be turned off when not in use.
- Pupils must respect wall displays in classrooms and corridors and protect them from damage. The chewing of gum is prohibited.

Food and Drink

- Queuing for meals must be orderly and good manners must be observed once inside the dining facilities. Cutlery and crockery must not be removed from the dining facilities.
- The Dining Room, Bun Room, Assembly Hall (and S6 Common Room) are designated eating areas
- Toilets and the Astro are not eating areas
- The Lecture Theatre, Music Auditorium, Games Halls, Libraries and classrooms are not eating areas unless the teacher has given specific permission
- Food is not allowed to be eaten when walking through corridors or going up or down stairs as this can create mess and it can lead to slipping on dropped or spilt food
- For reasons of safety, hot food is best eaten in the Dining Room, Bun Room or Assembly Hall
- Packed lunches and snacks can be eaten by pupils when sitting on the seats in the Crush Halls and when pupils are sitting on the seats on top of the lockers
- Water may be drunk in class at the discretion of the teacher and where there are no health and safety issues. Water bottles should be filled before lessons, over break and lunch.

Information Technology and Mobile Phones

- Pupils must use the Information Technology infrastructure of the School responsibly and according to the Computer System Acceptable Use Policy. Pupils must not possess, access or attempt to access material of a pornographic, defamatory or otherwise offensive nature. Every care must be taken to avoid introducing viruses or causing any other damage to the school network. Pupils must not interfere with equipment, attempt to override the

network security measures or perform any other unauthorised action using the school's computers or network. Pupils using their own personal devices in school are subject to the same rules as those using equipment provided by the School.

In classrooms

- During learning activities, phones are to be used only when the teacher has directed pupils to use them for a specific purpose that is acceptable. Otherwise, they should be in pockets - either switched off or on silent so as to not disturb the class

In corridors and social spaces

- Phones can be used during break and lunch times, until the second warning bell.
- Between classes, phones can be used to check time tables and the user is responsible for ensuring that they are not causing risk to themselves or others when moving around the school campus, for example when turning corners or using stairs
- Calls cannot be made in school, during the school day. Alerts/ringtones should be switched off/on silent. Calls can be made from Pupil Support when there is a specific and valid need
- In social spaces, phones should be used to enhance peer interaction. Pupils should not become focussed on their phones to the detriment of face to face interactions.

Libraries

- Phone use should be kept to a minimum in the Libraries as they are quiet and peaceful places. In the Libraries phones should not be used to make calls, for gaming and pupils should not be on social media in the Library.

Headphones

- Head/earphones are allowed during lunches and break times and are not allowed when they are travelling to and from classes.
- In class headphones can be used only when the teacher has given explicit permission

Academic Honesty

Academic malpractice whether it gives a pupil an advantage or not is unacceptable at the school. Pupils must not copy, or attempt to copy, material from another pupil or any other source and represent it as their own unaided work. Pupils must respect the copyright of published material and all sources must be correctly credited in a pupil's work. Any infringement of this rule in relation to examination work will be reported to the appropriate awarding Body.

School Trips and Visits

On residential trips, pupils must not enter the accommodation of other pupils or staff, especially if that accommodation is reserved for pupils of a different gender.

Pupils must not purchase, use, or pass on any illegal substances, including drugs or solvents or weapons and must not smoke or drink alcohol even where doing so is not illegal in the country visited.

Mobile phones and other personal electronic devices are not permitted on school trips unless specific permission is given by the group leader. On those occasions, they should be used at permitted times only and pupils have a responsibility not to use them to compromise the privacy of other pupils or staff, for example by taking, downloading or transmitting any image.

Pupils must respect and obey the laws and customs of the countries and regions visited. Breach of the school rules by a pupil on a school trip or visit may result in the pupil's early return at the expense of their parents/carers and them being barred from participation in future School trips or visits for a period of time or permanently.

The following are out of bounds to pupils:

- The grounds of the Royal Edinburgh Hospital
- The area behind the Admissions Office/Thrift Shop
- The front pitch, except to S1 (when the ground is suitable).

Bicycles must be wheeled or cycled slowly and with great care within the school grounds and stored for safety by attaching to a bike rack. Pupils travelling to school by car or motorcycle should park in designated car parking areas in the surrounding streets. S6 pupils can apply for a Craiglockhart Parking Permit. Senior School pupils are not allowed to use scooters in the grounds of the school.

Sanctions

No form of physical sanction is allowed in the school, in any activity or event associated with the school or in Scotland.

All sanctions, including reflections, must be recorded.

All sanctions must be fair and proportionate. An appeal against a sanction may be made but an appeal does not prevent a sanction taking effect immediately if it has been imposed.

A pupil may be excluded from the school either temporarily or permanently. A pupil may be subject to an internal exclusion for serious breaches of our standards and expectations.

Reference is made to Pupil Attendance, Uniform and Discipline Policy.